



STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
July 25, 2001

ATTENDEES:	Ron Welschmeyer, Chair Person	Gerry Wethington	Sheri Morice
	Jim Roggero	Jill Hansen	John Namassy
	Paul Wright	Mark Brunner	Jim Poole
	Russell Helms	Tim Dwyer	Jim Myers
	Lyndon Motes	Mary Willingham	Lew Davison
	Jeff Falter	Dennis Bax	Don Lloyd
	Scott Peters	Keith Crumley	LTC Thomas Smith
	Nikia Schulte	Dave Schulte	Rhonda Haake
	Karen Boeger	Cindy Renick	Bill Perkins
	Jim Weber	Steve Wyatt	Nicki Jungmeyer
	Darla Rutledge	Steven Adams	Tom Stokes
	Rich Beckwith	Ted Suess	Debbie Wells
	Gail Wekenborg	Ritchie Jenkins	Jan Grecian
	Carl Medley II	Christine Mueller	Mike Wankum
	Ted MacDonald	Kent Randall	Jim Morgan

Ron Welschmeyer opened the meeting at 8:30 a.m.

PRESENTATION

1. Linda Karns, Community Connection Coordinator, Office of Social and Economic Data Analysis – Community Connection is a statewide database of community resources on the World Wide Web. A free public service, it provides an easily searched, central source for information about a wide variety of resources available to Missourians. In addition, it provides links to useful information that can help in evaluating and choosing those resources. The database allows download of subsets of information into a local database, so that it can be used for purposes such as directories, mailing labels, and asset maps.

ACTION ITEMS

1. Approval of the June 27th, 2001, Information Technology Advisory Board Meeting Minutes

Jim Roggero so moved to approve, Lew Davison second and minutes approved.

GENERAL BUSINESS

1. CIO Update (Gerry Wethington)

Debbie Wells – Presentation on IT Reference and Resource options, IT evaluation services – Market analysis and product analysis.

Recommendation: Wait until October to see if accessible through the contract.

Network consolidation continues to be an active project in OIT. Working with Gail Wekenborg and Karen Boeger to put together bid specifications to have someone come in and help us do a definition of a consolidated network. Before move down the path of network consolidation, we need someone that has the experience in network consolidation activities, state government activities. This way we can get an independent view, and have them give us some alternatives to the definition of what a consolidated network would be, given what our current resource environment looks like. We are looking at having a decision item to support network consolidation in FY04.

Held Desk product decision has not been made. Hope to make one this week or next. It looks like Magic and GWI fits well with requirements. These may be the current standard the rest would be twilighted. As soon as we get the answer to their ability to interoperate, we will let you know. We need to use Chapter 37 to make a request for proposal for the Help Desk software.

Meeting with legal council on the 10th of August to discuss HIPPA, software codes and disclosure relative to sunshine law, security provision relative to sunshine law, and other topics. I have sent a list to June Doughty to ask her to review.

Gail did a survey on video conferencing and that has been provided to LTC Tom Smith.

National Governors Association in corporation with the Office of Justice Program awarded the Justice Integration grants. There were 43 states that participated in the program, and grant funds were awarded to 26 states. Missouri received \$510,565. This money is used at the state and local level. NGA is now speaking with the Office of Justice programs about the next round of integration funds, instead of giving it to 25-26 states they are talking about awarding only 3-5 states. MO is in the position to be considered as one of the top 3.

Government technology Magazine periodically hold conference throughout the country in conjunction with states. Are we interested? Do you want to participate? It takes a lot of work to put this on. Opinion of ITAB is that maybe we speak with them in about 18 months.

Last month I had an opportunity at the Cabinet meeting to talk on Disaster recovery. I met with Marty Drewel on putting together a decision item in FY03 that would help us begin to develop a true disaster recovery plan. I told him that the decision item would be 6.2 to 6.5 million dollars initially and 3.5 million a year for hot site management and business continuity plans that we need. These are ballpark figures. We need to go through the effort to get this funded. Need to think broader than the Data Center, we need each agency to be able to develop a plan. I don't know if we can get the funds, but we need to raise the issue.

Organization called MOGETM – this was an attempt to reach out to local IT managers in county and municipal government to communicate what we were doing and what they were doing. Gerry has been contacted by John Stoverink to restart these meetings. Do we want to engage in starting these meetings back up? This will take effort on our part to get this started again. Jim Roggero and Bill Perkins both stated that they felt that this is a good idea. Jim Roggero and Mike Wankum volunteered to discuss this issue with Gerry Wethington.

E-Government - Total cost of ownership – received feedback and got offerings to run through a couple of projects. Based on the comments that we have received, Jan and Gerry are going to meet and discuss the updated draft and will forward out to everyone. Want to circulate to a broader audience. I am going to get a meeting with Representative Green and Senator Russell and talk to them. When we get this sent out, please submit your comments. This will grow to be much broader. We have had a meeting with a firm about putting this on the web. Within E-Government we are working with Ken Miller and Bill Bout to put together an executive level presentation on E-Government. Hopefully get a copy next week and will bring to ITAB in August.

We are organized around 3 Charter teams. One of the Charter teams is on the business portal and there are two projects that they are working on and they will be under the umbrella of that group - Registering a business and registering commercial vehicle. Those are the two projects that we will put in the business portal. The Citizen Portal is the second team and there are two projects – registering a personal motor vehicle and professional registration. The Citizen portal team has not yet met. That will happen in August. Third Charter team will deal with web aesthetics. When you begin to look at the state of Missouri homepage and you move to other departments the sites do not have the same look and feel. We chartered this team about two weeks ago. We brought in the digital media group, the ITAB Chair and Vice-Chair, and some state agencies participating. We charged them with looking at how would you set up the state portal to not set out one agency from another. We want to promote the state as a whole. The group is working through the digital media developers group to try to come up with a proof of concept and prototype of what Missouri's portal would look like using some of the guidelines that came out of the business portal team. This group will come back in 6 weeks to present a portal. A presentation will be given to ITAB at some time in the future. Charter teams are made up of deputy directors and some IT members setting guidelines and direction and they are sending those direction and guidelines to the project teams.

In FY03 we will present another blueprint for success which will have projects in it that we will be submitting for appropriation request. You should be thinking about what project(s) you would like to submit. Be aware it may be rough, but we will use the Total Cost of Ownership. The direction I have from the both the House and Senate is that

we need to cost these consistently. If you want to keep the same projects from FY02, we will need to go back and look at how we consistently cost them. I told Marty the placeholder is 23 million dollars.

In regard to the RFP development process and how that is transpiring. We had a meeting yesterday and walked through the RFP in the open forums. The forums are scheduled to run from 9am to 4pm on August 14 in room 492, the second on September the 5th in room 492, the third October the 9th in room 492, and the fourth on November 7th in the Governors office bldg room 450. We are going to put a website under the Division of Purchasing's web page with a letter that describes the E-Government initiative. The topics of these sessions will be: security, networking, portal, web application servers, application server environment, enterprise application integration environment, knowledge management, and payment for services. There will be a presentation at the beginning of the first session to outline what our intent is and lay the landscape for E-Government from an architectural perspective. Then we will begin to develop the actual request for proposal. We intend to use these sessions to build what is commonly known as section 3,4 and 5 in the RFP. Our intent is to release the RFP and make an award of the contract by first of year.

2. Architecture (Bob Meinhardt)

Review committee met to begin to review the architecture document. Specifically what they are looking at are the management administration and government of Missouri adaptive enterprise architecture. We have 2 meetings scheduled next month to revise and edit that document based on comments and we hope to have a recommendation for ITAB next month. We also have a knowledge management session scheduled on the 15th and 16th of August to begin review knowledge management as it applies to architecture. That will be facilitated by IBM. NSR will be involved in that and NSR will eventually take over facilitating the sessions for the rest of the domains.

3. Project Management Update (Tom Stokes)

Completed the 2nd session of the Project Management courses. The first 100% score was received on the Missouri test. We would like to recognize this person for that accomplishment. We have a meeting scheduled next week with James Stephens to talk about continuing education program and certification programs. Feedback on the schedule not bad for the PM classes but feared the test. Everyone has passed the test so far. The condensed schedule is working better. A suggestion was made to spread out classes more or maybe run two schedules, one condensed and one spread out over the year.

4. Prime Vendor Update (Carl Medley)

The oversight committee approved a new technology review procedure that will be integrated into the statewide notice. It is a more formalized process to review what may be not a typical technology, to determine if it fits into the scope of the prime vendor contract or needs to be procured through the bid process. There will be information on the web.

In regards to Lotus Notes, pricing has been received. Will look at pricing and agency utilization to come up with an allocation plan. This will be distributed soon. A meeting regarding Microsoft and Active directory on August 2 in the Interpretive center. Technical overview for the first hour and then licensing and fiscal. Have received an up to date Account Receivable report from World Wide Technology and they are in excellent condition.

The impact on Microsoft licensing could be a 25% to 100% increase in licensing depending on the upgrade cycle each agency is in. Still reviewing the new select agreement and have been talking to Microsoft about another option which would allow us to go to current upgrade model but pay for it over a two year period. Also working on a spreadsheet that any agency could enter their information into and it will show various options on migrating to Microsoft products via upgrade or software maintenance path or a straight product upgrade to see what the cost implication are to migrating.

5. Statewide Purchasing Update (Karen Boeger)

Statewide notice and project log sheets were handed out. Still working to get placed on the website and at that time will discontinue the handouts. A draft of the RFP for General Service Contracting are to be coming out.

6. MOTEC Update (Jill Hansen)

Classrooms are booked up through the end of September with classes. Will start meeting bi-monthly. Have asked Tom to look at being more economical and efficient as the state agencies are taking budget cuts.

7. State Data Center Steering Committee Update (Gail Wekenborg)

Last month I told you that the upgrade would be coming on OS 15 and it happened on July 12th. If you are running on OS 15 your application should be running better. If not please let Gail know. Sam II is being looked into for operating efficiency. Overall the load is back to the upper 70%.

The focus groups that were formed from technical support personnel are meeting. Data center is going through the FY02 cap and put together what the 18% looks like and what realistically can be cut. Over the past 2-3 years the Data Center committee has been looking at disaster recovery. We are paying large amounts of money for the hot site. Have not had a plan for connectivity from wherever we are to the hot site. We are looking at the overall plan to get a better return on that investment.

8. Sam II Data Warehouse Users Group (Mary Willingham)

The attendance at the Data Warehouse Users Group Meeting is continuing to be very good. They will discuss the redesign of the data warehouse. If you have reports on the backend they will be effected. You may want to send a technical person to the September and October meetings. The success stories are going very well. The HR side is looking at a mini data warehouse for payroll. We talked about problems with response time. They are concerned about the down time. They are going back and looking at the applications. We would like to have SDC come to talk about the issues with Sam II and what is being done.

9. Lotus Notes Update (Mary Willingham)

Lotus notes have changed the way they are taking care of calls and are having teams of analyst and it seems to be working well. Please continue to fill out report card. The Lotus Notes user group is interested in showcasing what they are doing with Lotus Notes.

10. Distance learning (LTC Tom Smith)

A initial meeting was held on the 29th of June. Have received comments from ITAB member and have 14 Universities that are going to participate. Will be sending out an updated request for information as we keep adding details. Working with legislation and University on standards, content and how to store. LTC Smith will bring white paper to ITAB. We have a contract we are working now on a scheduling system. In about 60 day would like to have functional requirement for what we need. We have a contractor working on a concept of a TV Guide for distance learning. In regards to cost avoidance, we are prototyping a web page; i.e. who participated, where did they participate from and what is there category of employment. Trying to quantify the cost avoidance by saying those that participate in the teleconferencing saved this much money. The goal of the committee is to have ITAB endorse the algorithm to say this is how you calculate cost avoidance and assign value to an employee's time.

OPEN DISCUSSION

A lot of momentum in reclassifying the GIS positions. Will be bring to ITAB board in near future.

The commissioners office was approached in regards to an executive order on software piracy. Gerry Wethington would like ITAB to create a policy addressing software piracy. We can't find anything regarding a policy addressing software piracy from the past ITAB Committees. Would like to develop a committee to take this on. Motion was made to look into this and create a group by Jim Roggero - approved unanimously.

REVIEW OF ACTION ITEMS

NEXT MEETING

1. The next ITAB Meeting is scheduled for **Wednesday, August 29, 2001**, at 8:30 a.m. at the Interpretive Center of the Kirkpatrick State Information Center.

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Representatives of the news media may obtain copies of this notice by contacting:

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